



Agenda Cover Memorandum

Meeting Date: March 21, 2016

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve the contract for File Systems Shelving Purchase PD-FY16-01 for Ellis Systems Corporation, 28457 N. Ballard Drive, Suite F, Lake Forest, IL 60045

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Frank Kaminski, Police Chief Phone #: (847) 318-5261
Email: fkaminsk@parkridgepolice.org

Background:

This item was presented as an Action Item at the Committee of the Whole on March 16, 2016, at which time the City Council approved the motion unanimously by voice vote of 7/0.

Staff issued an Invitation to Bid for File Systems Shelving Purchase PD-FY16-01 on Thursday, May 14, 2015 in the Pioneer Press. Ten (10) firms registered via the City website. At the public bid opening on Tuesday, June 9, 2015, two (2) bids were opened and read aloud.

The initial scope of work included active, archive and administrative storage components as detailed in the attached scorecard. Staff has elected to move forward with only the archive storage component for a total cost of \$7,783.90. Although this amount is within the City Manager's approval limit, the City Attorney advised that it should be approved by City Council since it went through an RFP process.

Staff checked references and found them to be satisfactory. Staff recommends that the contract be awarded to the lowest responsive and responsible bidder, Ellis Systems Corporation, 28457 N. Ballard Drive, Ste. F, Lake Forest, IL 60045.

This purchase will have no impact on the operating budget as the funds will be expended using the drug forfeiture account.

Vendor and Transaction History:

Vendor Status: Current New

Is Purchase Order Request supported by existing contract: Yes No If Yes, date:

Is this an Annual Recurring Purchase Order: Yes No

Bid Process Used: N/A Price Quotes Bid RFP Details:

Have Goods been received or Statement of Work completed: N/A Yes No

If Overage, approved by Department: Yes No Details:

Recommendation:

Approve the contract for File Systems Shelving Purchase PD-FY16-01 for Ellis Systems Corporation, 28457 N. Ballard Drive, Suite F, Lake Forest, IL 60045

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$7,783.90

If Yes, is this a Budgeted Item: Yes No Requires Budget Transfer

If Budgeted, Budget Code (Fund, Dept, Object): 221 2012 952009



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Attachment(s), if any:

- Scorecard - File Systems Shelving Purchase PD-FY16-01
- Current pictures of the storage area

**FILE SYSTEMS SHELVING PURCHASE
PD-FY16-01 SCORECARD**



CRITERIA	AVAILABLE POINTS	Ellis Systems Corporation 28457 N. Ballard Drive Ste F Lake Forest, IL 60045
Adherence to Specification, including References*	10	10
Price	90	90
Total	100	100

Bradford Systems Corporation 430 Country Club Drive Bensenville, IL 60106
10
72
82

*If a bid does not meet acceptable standards due to lack of adherence to specification, reference check failure, etc., the bid would be deemed non-responsive.

ITEM	QTY	Ellis Systems Corporation 28457 N. Ballard Drive Ste F Lake Forest, IL 60045		
		COST	Installation	EXTENDED COST
Active Records (Secure Shelving)	1	\$3,452.46	\$400.00	\$3,852.46
Active Records (Rotary Files with shelves and pendaflex drawers)	1	\$2,039.86	\$400.00	\$2,439.86
Archives (Shelving and Side-to-Side Mobile System)*	1	\$5,983.90	\$1,800.00	\$7,783.90
Administrative Storage (Rotary Files with shelves, drawers, and Pendaflex drawers)	1	\$4,025.20	\$400.00	\$4,425.20
		TOTAL		\$18,501.42

QTY	COST	Bradford Systems Corporation 430 Country Club Drive Bensenville, IL 60106	
		Installation	EXTENDED COST
1	\$2,015.00	included	\$2,015.00
1	\$1,175.00	included	\$1,175.00
1	\$15,500.00	included	\$15,500.00
1	\$4,505.00	included	\$4,505.00
	TOTAL		\$23,195.00

*The Archives storage item is the only item being procured.

